

Town of Buena Vista
Job Description – Airport Operations Assistant

Department: Airport 90% Finance 10%
Job Title: Airport Operations Assistant
Wage Range: \$10-\$14 per hour: 40 hours per week
Location: Central Colorado Regional Airport
Status: Full-time, non-exempt

GENERAL DESCRIPTION OF DUTIES:

Perform a variety of semi – skilled labor duties to include but not limited to overall operation of equipment associated with aircraft fueling operations. Meet and greet airport customers. Maintain reception area of Airport building for cleanliness and customer supplies including public restrooms. Maintain and reconcile computerized Airport sales and credit card transactions including fuel and supply inventories, vending machines, conference room rentals, and office rentals. Provide tourist information to visitors at Airport. Arrange transportation and catering for airport customers. Four hours each week, the Airport Operations Assistant will be located at Town Hall and will be under the direct supervision of the Finance department for airport related accounting.

ACCOUNTABLE TO: Airport Manager 90% Finance Director 10%

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- ◆ Meet and greet Airport customers and provide information about the area or Airport functions.
- ◆ Maintain the reception lobby for cleanliness and supplies to create a welcoming environment to customers.
- ◆ Clean and supply the public restrooms to meet Town standards.
- ◆ Maintain customer supplies including vending machines. Track sales on a daily basis in accordance with procedures established by the Town Treasurer.
- ◆ Maintain records and cash receipts in accordance with Town standards.
- ◆ Maintain the records for fuel sales in accordance with procedures established by the Town Treasurer.
- ◆ Maintain the schedule for renting the conference room and offices. Collect rents and maintain the financial records for airport rentals in accordance with procedures established by the Town Treasurer.
- ◆ Arrange transportation and catering for airport customers. Maintain all records related to transportation and catering services provided to customers.
- ◆ Operate variety of light equipment associated with fueling operations (e.g. fuel trucks, tugs, GPU, lav service carts) and mowers used in the maintenance of the Terminal grounds.
- ◆ Assist and perform fuel farm and truck tests including bright test, white bucket test, water finder and sump checks, Millipore testing, and differential pressure checking.

- ◆ Perform routine cleaning of re-fuelers, vehicles and Ground Service Equipment (GSE) including rental cars. Perform standard preventative fleet service function on all re-fuelers, vehicles and GSE.
- ◆ Perform semi-skilled maintenance work (changing light bulbs, light cleaning, window washing) of airport buildings.
- ◆ Responsible for safeguarding all Airport equipment and safety equipment.
- ◆ Wears uniform or approved uniform substitute.
- ◆ Backs up counter operation by waiting on customers, answering UNICOM and telephone.
- ◆ Maintains terminal grounds, performs and cares for landscaping, controls weeds, removes snow.
- ◆ Removes foreign object debris (FOD) from Airport Operations Area (AOA) facilities and grounds.
- ◆ Prepares maintenance records, files and charts.
- ◆ Performs janitorial duties for Terminal and Office buildings, including periodic check of public restrooms and wipe down of counters. Performs daily cleaning of fire house, ready area and employee break room.
- ◆ Responds to aircraft incident / accidents using standard guidelines.
- ◆ Perform daily / monthly inventories of fuel, oil and other items.
- ◆ Assist with other Airport related work as requested by the Airport Manager and Finance Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Education: High school diploma or GED required. Associates degree preferred.

Skills & Abilities:

- ✓ Ability to adapt to changing conditions and requirements.
- ✓ Customer service orientation to meet customer needs with courtesy and efficiency.
- ✓ Ability to handle multiple demands, meet deadlines, and maintain composure and sense of humor.
- ✓ Detail oriented with ability to focus on task at hand.
- ✓ Skilled time management to set priorities and complete work on time.
- ✓ Proficiency in Excel and Word required.
- ✓ Ability to vacuum, collect trash, and wash floors and counters to maintain cleanliness.
- ✓ Ability to shop online and research online.
- ✓ Ability to operate a variety of light equipment.
- ✓ Ability to perform routine preventive and other maintenance.
- ✓ Ability to maintain grounds and use of a variety of hand tools and equipment.
- ✓ Ability to maintain a variety of records.
- ✓ MUST BE CERTIFIED UNDER PROFESSIONAL LINE SERVICE TRAINING AS A CERTIFIED LINE SERVICE SPECIALIST WITHIN 4 MONTHS OF EMPLOYMENT AS A LINE TECHNICIAN.

Work Experience:

- ✓ Must possess a valid Colorado driver's license.
- ✓ At least some experience in an office environment.
- ✓ Experience ordering supplies in a business environment.
- ✓ At least some experience in Customer service including telephone skills
- ✓ Mental alertness and adaptability to routines.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work involves walking, talking, and hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms and climbing ladders and walking up and down stairs frequently.

The successful candidate must occasionally lift and or move items weighing up to 25 pounds. A percentage of this position is performed in an office environment requiring extended periods of time sitting in front of a computer screen. Employee may be exposed to a noisy, dusty environment with variations in temperature.

- ◆ Visual abilities required include vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- ◆ Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- ◆ Frequent time on the telephone dealing with customers.
- ◆ Cleaning requires using vacuum, broom, mop, and other cleaning materials.
- ◆ Will require climbing, balancing, bending, stooping, kneeling, and/or crouching.
- ◆ Must be able to lift at least 25 pounds.
- ◆ Frequent sitting, standing, step climbing, and walking.

Schedules include early / late shifts, weekends, holidays, and on call.

The duties listed above are intended only as illustrations of the various types of work that maybe performed. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.